



Inspector Technical Training

Developing and Following a Good Inspection Routine

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As an inspector, developing and following a good inspection routine from the beginning to the end of the inspection process is crucial to conducting a comprehensive and consistent inspection. It will significantly reduce, if not completely eliminate, the number of missed or incorrectly recorded inspectable items during the inspection.



Inspection Routine

Each part of the routine has to be followed in order to remedy current inspection problems with:

- Inspectable items not being inspected
- Inspection information being incorrectly recorded
- Inaccurate inspection data being recorded



Inspection Routine

The inspection routine can be broken down into three parts:

- Pre-inspection
- Inspection
- Post inspection



Pre-Inspection

- Receive assignment
- Ensure notification of resident/landlord
- Map or plan most efficient route to complete inspections in a timely manner



Pre-Inspection

Equipment:

- Computer – charged?
- If using paper (52580) – enough copies?
- Camera
- Phone
- Flashlight
- Testing Equipment- circuit tester, thermometer
- Tape measure



Pre-Inspection

Equipment:

- Is the equipment functional?
- Is the inspector properly trained on operating the equipment?





Inspection

- Travel to the property – be timely.
- Meet with the landlord/owner representative or resident
- Inspection – follow the routine that you have been taught or have developed. Left/right, right/left, room-by-room, follow the 52580 form, etc.

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Inspection

Inspection of areas/items:

- Some can be inspected visually, while other require hands-on. Be diligent and inspect all inspectable items.

- Record defects immediately - whether written or electronic.



Inspection

Inspection of areas/items:

- Take photo of defects before continuing with inspection if required in Admin Plan.

- Inform the landlord/resident of each fail item as it is observed.



Inspection

- At the conclusion of the inspection, provide landlord/resident with the list of fail items and any Life Threatening/Emergency (LTE) issues prior to leaving property.

- Ensure that all inspection information is complete prior to leaving property



Post Inspection

- Don't delay entering the inspection data. The same day is suggested!
- Review the reports – ensure that all data and photos are correct for each defect.
- Submit the reports in a timely manner.

Questions????

